



REPLY TO
ATTENTION OF:

HEADQUARTERS, UNITED STATES FORCES, KOREA

UNIT #15237
APO AP 96205-5237

FKCP

17 NOV 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Changes in Kindergarten Tuition Assistance Policy for Korean Employees

1. References:

a. Memorandum, FKCP, 28 June 2010, subject: Interim Change to USFK Regulation 690-1 Pertaining to Compensatory Time Off for Travel and Kindergarten Tuition Assistance for Korean Employees.

b. Memorandum, FKCP, 29 June 2010, subject: Implementation of Wage and Fringe Benefits Adjustments for Korean Employees.

c. Memorandum, FKCP, 30 September 2010, subject: Kindergarten Tuition Assistance for Korean Employees.

2. In accordance with references in 1a and b, USFK Korean employees are authorized to receive kindergarten tuition assistance for dependent children who reach 5 years old as of January 1st every year. Effective immediately, the eligibility to receive kindergarten tuition assistance for one year is extended to dependent children who are from 3 years of age to preschool age before children's first enrollment into elementary school. Therefore, eligible employees who have children currently attending kindergarten may submit a request in December for the fourth quarter of this year. Requests do not have to be consecutive as long as requests are limited to 4 times per child during the period of eligibility.


3. Each servicing CPAC/HRO/CPO is required to maintain the request until the dependent children's first enrollment into elementary school. Employees who have children born in 2004 through 2006 may submit a request in December of 2010 and employees who have children born in 2005 through 2007 may submit a quarterly request in school year 2011. As previously stipulated in reference 1c, each servicing payroll office may proceed with a monthly payment of kindergarten tuition assistance by dividing the total amount authorized per year by twelve.

4. This change has been coordinated with the members of USFK Joint Labor Affairs Committee and USFK Korean Employees Union.

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5. Point of contact at this office is Ms. Choe, Song Won at 724-8510, e-mail: song.won.choe@korea.army.mil.


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Director, Civilian Personnel

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